

Single Room Rentals

Form #1

Edward B. Pope Conference Rental Pricing

- ✓ Event Not To Exceed 8 Hours
- ✓ The Day of the Event: The 8 Hours Include Set-Up Time
- ✓ Extra Set-Up Time Rates Are Listed Below

Event Basic Fees Listed Below Include The Following Amenities:

180 Chairs	1 Microphone & Podium	Kitchen Access	Stage
30 Round Tables	Ice Machine	Warming Ovens	Dance Floor
8 Long Serving Tables	Welcome Table	Tray Holding Cabinets	Use of Electronic Sign

<u>Rental Item</u>	<u>Ballroom</u>	<u>Magnolia</u>	<u>Washington</u>	<u>Wilkes</u>
Basic Fee	\$375	\$175	\$150	\$150
Additional Refundable Fees				
✓ Clean up Deposit <i>(Refundable If facility Left Clean)</i>	\$75	\$50	\$25	\$25
✓ Key Deposit	\$50	\$50	\$50	\$50
Total:	\$500	\$275	\$225	\$225

Extra Set-Up Time – The day before the event if extra set up is needed after 5:00pm – The Fee is for 5 hours (only)

<u>Fees:</u>	\$65	\$55	\$40	\$40
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Note: The Pope Center Staff is fully responsible for informing the Renter prior to the application process of any event scheduled the day before that might interfere with the renter’s decorating needs and allow the renter to select another date if needed.

Note: If no event is scheduled and the facility is available the renter may be able to set up during the regular business hours (8am-5pm) the day of or the day before the event at no cost. This opportunity will have to be discussed and arranged by the Pope Center Staff.

Renter Clean-up Requirements: (1) Leave Kitchen and Restrooms in same condition prior to your event (2) Empty all trash containers and place trash in outside dumpster (3) Mop floors if needed. All Cleaning Materials will be located in the Kitchen Area.

Combined Rooms

Form #2

Edward B. Pope Conference Rental Pricing

- ✓ Event Not To Exceed 8 hours
- ✓ The Day of the Event: The 8 Hours Include Set-Up Time
- ✓ Extra Set Up Time Rates Are Listed Below

Event Basic Fees Below Include The Following Amenities:

180 Chairs	1 Microphone & Podium	Kitchen Access	Stage
30 Round Tables	Ice Machine	Warming Ovens	Dance Floor
8 Long Serving Tables	Welcome Table	Tray Holding Stands	Use of Electric Sign

<u>Rental Item</u>	<u>Magnolia; Washington Or Wilkes</u>	<u>Magnolia; Washington And Wilkes</u>	<u>Entire Facility</u>
Basic Fee	\$275	\$350	\$650
Additional Refundable Fees			
✓ Clean Up Fee <i>(If Facility Left Clean)</i>	\$75	\$100	\$200
✓ Key Deposit	\$50	\$50	\$50
Total :	\$400	\$500	\$900

Extra Set-Up Time – The day before the Event if extra set up time is needed after 5:00pm – The Fee is For 5 hours (only)

<u>Fees:</u>	\$65	\$75	\$100
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Note: If no event is scheduled and the facility is available the renter may be able to set up during the regular business hours (8am-5pm) the day of or the day before the event at no cost. This opportunity will have to be discussed and arranged by the Pope Center Staff.

Renter Clean-up Requirements: (1) Leave Kitchen and Restrooms in same condition prior to your event (2) Empty all trash containers and place trash in outside dumpster (3) Mop floors if needed. All Cleaning Materials will be located in the Kitchen Area.

ADDITIONAL RENTALS

Form #3

Edward B. Pope Conference Rental Pricing

RENTALS AND FEES

Rental Items:

- Audio-Visual Services
- Teleconferencing
- Conference Room
- Piano
- Extra Microphone
- Extra Long Serving Tables
- Extra Chairs
- Electronic Sign

If not renting the Pope Conference Center

Rental Fees:

- \$ 50 (Non-Refundable Deposit)
- \$ 50 (for staff time)
- \$ 50
- \$ 25
- \$ 3 (each)
- \$ 2 (each)
- \$ 2 (each)
- \$ 25 (for 2 days)

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Note: If no event is scheduled and the facility is available the renter may be able to set up during the regular business hours (8am-5pm) the day of or the day before the event at no cost. This opportunity will have to be discussed and arranged by the Pope Center Staff.

Renter Clean-up Requirements: (1) Leave Kitchen and Restrooms in same condition prior to your event (2) Empty all trash containers and place trash in outside dumpster (3) Mop floors if needed. All Cleaning Materials will be located in the Kitchen Area.

OCCUPANCY LOAD FOR EDWARD B. POPE CONFERENCE CENTER

Form #4

BALLROOM: TABLES & CHAIRS 253 PERSONS

CHAIRS ONLY 544 PERSONS

MAGNOLIA ROOM TABLES & CHAIRS 134 PERSONS

CHAIRS ONLY 300 PERSONS

WASHINGTON ROOM TABLES & CHAIRS 80 PERSONS

CHAIRS ONLY 180 PERSONS

WILKES ROOM TABLES & CHAIRS 80 PERSONS

CHAIRS ONLY 180 PERSONS

**NOTE: WHEN THE MAGNOLIA; WASHINGTON AND WILKES ROOMS ARE COMBINED REFER TO THE COMBINED
 NIUMBERS ABOVE FOR THE THREE ROOMS FOR THE ACCURATE TOTAL OF PERSON PER CHAIRS AND TABLES
 OR CHAIRS ONLY.**

TOTAL OCCUPANCY FOR POPE CENTER NOT TO EXCEED 1,631 PERSONS.

NOTE: THE SPECIAL REQUIREMENTS WHEN THE OCCUPANCY EXCEEDS 950 PERSON, THE POPE CENTER MUST PROVIDE EXTRA TOILETS FOR GUESTS. THIS IS DETERMINED BY 1 TOILET FOR EVERY 125 MEN AND 1 TOILET FOR EVERY 65 WOMEN.